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25X1



Copy 5 of 5

19 June 1956

MEMORANDUM FOR: Project Director of Administration

SUBJECT : CIA Personnel Qualified to Receive
Project Correspondence

25X1 REFERENCE : Dated 18 May, 1956

1. This is to note that I am in agreement with your views regarding the undesirability of developing a lengthy list of personnel within the Agency who are authorized to receive Project correspondence. However, it is my personal view and recommendation that our Registry Section be prepared at all times to place Project correspondence in an envelope labeled "To Be Opened by Addressee Only" with the authorized recipient noted on the envelope. This would enable any person within an office to receive Project correspondence but the actual subject matter would only be reviewed by the addressee. Without such a procedure we would have to develop a list of correspondence recipients to preclude dissemination of Project information within the Agency organization.

25X1



Project Security Officer

WTL:aml (19 June 1956)

1 & 2- Addressee

3- Proj Chrono

4- Proj Reading

5- SO Subject

6- SO Reading

7 & 8- SO (I Bldg)

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